



UDOT Safe Routes to School Funding Application Guidance

Section 1: General Information

Project Title: Identify a concise descriptive title for your proposed project. The title should easily indicate if the proposal is seeking funding for infrastructure or a promotional program.

Project Sponsor: Please indicate who is submitting the application. It is expected that schools and local jurisdictions will work together and support one another in the application and project selection process. However, the sponsor needs to be the entity who owns the Right-of-Way or agency who will be responsible for maintaining the project after completion.

Project Description: Please follow the format outlined on the application. The description includes Municipal Location, followed by street location of the project, limits of the project (bounding streets, etc.), and what improvements are being made (e.g. new sidewalk, crosswalk, adding a bike lane, etc.).

Example: Millcreek: 615 East, between Malibu Drive and 4350 South; fill in sidewalk gaps

Contact name: This is the point person of the application and the person who UDOT should communicate with if there are any questions or issues with the application.

Title: Current job title of the contact person.

Organization: Current employer or organization the contact person is representing.

Address: Mailing address of the contact person.

Daytime Phone: This can be an office or mobile phone, but should be a number where the contact person can be easily reached during normal business hours (Monday to Friday 8-5).

Email: An official email address for the contact person that is checked regularly.

Have you ever applied for Safe routes to School Funding?

Please indicate if an application has ever been made associated with the school impacted by the proposed project/program. This response should not indicate if the city/municipality has ever applied for funding as most cities have multiple schools within their jurisdiction.

Have you ever received funding for a Safe Routes to School Project?

Please indicate if the school associated with the application has ever received funding for a project or program. If funding has previously been received, please indicate the project name and date completed.

Federal Highway Administration's guidance on basic good practices

https://www.fhwa.dot.gov/ENVIRONMENT/transportation_enhancements/guidance/state_practices/

Evaluation Surveys

If the project is selected for funding, a pre-evaluation parent survey and student tally must be performed at the school(s) prior to the project's construction/implementation. A post-evaluation must also be completed once the project is complete.

The pre-survey must be completed prior to Notice to Proceed.

The post survey must be submitted in order to be eligible for future funding.

All survey forms are available at: <http://saferoutesdata.org>

Student In-Class Travel Tally

(http://saferoutesdata.org/downloads/SRTS_Two_Day_Tally.pdf)

Parent Survey

English http://saferoutesdata.org/downloads/Parent_Survey_English.pdf

Spanish http://saferoutesdata.org/downloads/Parent_Survey_Spanish.pdf

Section 1b: Applicant Letters

Letter should be submitted on agency/organizational letterhead and should include the indented text provided in the application packet, Section 1b.

Letters must be submitted by the Primary Sponsor Applicant who owns the property where the infrastructure project or program will be located, as well as any Sub-Sponsor Applicants that will be active involved in the project (e.g. school, school district, physical facility manager, principal, city engineer, mayor, etc.)

The indented text shown in Section 1b of the application packet must be included in your letter. Additional text is not required but may be provided as you see fit.


1c. Input Project/Program Information into UPLAN-SRTS Portal

As a part of your submission, your project should be input to the UPLAN SRTS portal. All required information is also required in the application itself, therefore we recommend waiting until your application is complete before finalizing this task.

The portal can be accessed at:

<http://uplan.maps.arcgis.com/apps/webappviewer/index.html?id=e91692eb3848409b9ad3c8a-aa1193484>

Directions for inputting an infrastructure project:

- Locate the geographic area where your project will be located by panning and zooming in on the map.
- Click on the edit icon- 
- Choose “New Feature” for a point or line feature (whichever best suits your project). You can also add a comment feature if additional explanation is necessary.
- Drop the feature on the map in the project location. For a point click once, for a line, click at the beginning location, drag the line the length of the proposed corridor and then double-click to complete the line feature.
- Complete the pop-up form identifying the school, project type, and any comments about the project. Please also include your name.
- Repeat this process if more than one location is included in the project.
- ***DO NOT EDIT any features that you did not create!*** Because this is an open interface, other projects will be visible. Please do not edit or make changes to projects that are not your own.

2. Detailed Project Information

Project Location: Provide the complete street address of the project including geographical bounds. Example: 200 West from 300-500 South Bountiful, UT

Maintaining Agency: List the agency or organization that will be responsible for maintaining the infrastructure after construction. This may be a city, county, home owner's association, etc.

How far from the school is the project located?

This should include a measure of network distance (sidewalk/road distance) and not straight-line distance from the project to the school.

This project will:

Fill a gap in existing infrastructure (e.g. sidewalk)

Create a new facility

Create a new program

Select the best response to represent your proposal.

Please provide a description of the project or program and why it is needed.

This description should be concise but complete. Please provide enough information to adequately describe the current safety risk to students, how this project will address the risk, and additional appropriate details of the project. This section should not exceed 250 words.

If the project is a sidewalk, please provide the following information:

Project length: Total length in feet from start to end. If the project will install more than one sidewalk segment please provide the total length of all segments.

Side of street: Indicate on which side of the street the project will be constructed using cardinal directions (north, south, east, and west).

Sidewalk width: Indicate width in feet, not including curb, gutter or park strip.

Will this project fill in gaps in multiple locations?

In many older areas, sidewalks were not required at the time of building construction. As new development has occurred, sidewalks have been installed in small segments to conform to code. If this project is intended to connect these disparate sidewalk sections by filling in short segments along older properties please indicate "yes". Proposals should not attempt to lump multiple small projects together into a larger project simply to receive funding for multiple locations at once.

What is the current state of the walking surface and of facility location (include description of signs/markings) and what improvements are needed.

Indicate what the current conditions are along the proposed corridor and what signage or markings (if any) are currently in place.

Example: The corridor currently has a striped 2-foot shoulder that rolls into an irrigation ditch. The pavement is in good condition with little gravel or overgrown vegetation. There is school

zone signage and SLOW pavement markings which lead up to a stop sign and crosswalk. Students currently walk on the shoulder or in the roadway to access the crosswalk, which puts them in direct conflict with traffic. The proposed project will pipe the irrigation ditch and extend the shoulder adding curb, gutter and sidewalk all the way to the crosswalk.

Amount requested: The total dollar amount requested from UDOT. This may not be the same as the total project cost and should not include any matching funds that the city/local jurisdiction or other agency will provide.

Is the project construction ready?

If funding were provided immediately, would you have the ability to proceed with the project, or will it require additional preparation or planning? If preliminary plans, drawings, engineering, project scheduling or other tasks have already been completed for this project please indicate “yes” and include them with your Section 2 materials.

Is this project included in any regional or local transportation plans?

Has this project been identified in any existing transportation or master plans? This could include local master plans (transportation or recreation), countywide plans, regional plans, MPO Transportation Improvement Plans or Long-Range Transportation Plans, the UDOT bicycle/pedestrian network, etc.

*Metropolitan Planning Organizations (MPOs) are regional planning entities that provide long range planning for the more urbanized parts of the state. Utah’s four MPOs cover the Wasatch Front, Utah Valley, Cache Valley, Washington County areas. In rural areas with less than 50,000 people, UDOT carries out long-range transportation planning. To see which MPO region your project falls under, see: www.udot.utah.gov Search: “metropolitan planning”

Is this project listed in the city’s Transportation Master Plan?

If the city does not have a transportation master plan, indicate “no”

Describe how this project is a cost-effective solution and what alternatives were considered.

Please identify any other types of infrastructure or alternative solutions that were considered before determining that the proposed project was the best solution to the current risks or hazardous conditions. Also include a description of how this proposed project or program is a cost-effective way to address the problem compared to the considered alternatives.

If this is a non-infrastructure project does it encourage walking and biking through public information, education, training, and awareness?

*For infrastructure proposals indicate N/A

Explain how this program will effectively encourage safe walking and biking to school. Include any evidence of the program’s effectiveness in other locations.

3. School Information

*If more than one school is directly impacted by this project or program, please complete Section 3 for each applicable school.

School Name: Provide the complete legal name of the school (no nicknames or abbreviations)

Grades: Using the drop-down menu on the fillable pdf, please indicate the most appropriate age group served by the school- Elementary school (K-6), Junior High/Middle School (7-8/9), High School (9/10-12). If none of these options adequately described the student population, please select "other".

School District: Identify in which school district the school is located.

Total Number of Students: The total number of students currently enrolled in the school.

Current number of students primarily walking to school.

Identify the total number of students who walk to school 75% of the time (3-4 days per week). This should not be a rough estimation and every effort should be made to be as accurate as possible. You will be asked to describe how these numbers were determined.

Current number of students primarily biking to school.

Identify the total number of students who bike to school 75% of the time (3-4 days per week). This should not be a rough estimation and every effort should be made to be as accurate as possible. You will be asked to describe how these numbers were determined.

Number of students eligible to walk to school.

The total number of enrolled students minus those who are eligible for busing or other district provided transportation.

How were these numbers determined?

Please outline how the walking and biking numbers were calculated. Examples: classroom survey of students, survey sent home to parents, counts during arrival or departure, etc.

Percent of students within ½ mile radius of the school.

Provide the percentage of the student body living within 0.5 miles (straight line distance).

Percent of students within 1.5 miles of the school.

Provide the percentage of the student body living within 1.5 miles (straight line distance). For Elementary schools this will typically include 100% of the student body.

Number of students the project could directly impact.

Please provide an accurate estimate of the number of students who will be impacted by the project. For example, if the proposed project will provide a crosswalk and flashing beacons allowing students to cross a busy street, estimate the number of students who may now cross the street safely at that location. Provide a map of the proposed location highlighting the residential area impacted. The map and total number of impacted students should be consistent with the student routing section of your Safe Routes Plan. For example, if the routing plan shows only one neighborhood traveling in that particular area or using that crossing, only homes located in that area should be included in your count of impacted students. For infrastructure projects the percentage impacted should rarely if ever equal 100%.

Does the school currently hold any walk to school/bike to school events?

If “yes”, please describe any events that have been held in the past 3 years.

Does the school currently encourage walking and biking?

Please describe any programs or initiatives the school participates in that actively promote walking and biking. Some examples are provided in the subsequent question.

Within the past school year, which of the following programs have been offered for students to participate in? Please check all that apply

Does the school currently have a Safe routes Plan?

The Utah State Legislature has required that all K-12 schools create and maintain a Safe Routes plan and map identifying recommendations for improvements. If you do not currently have a plan, please indicate if you have plans to complete one. For more information see: www.saferoutes.utah.gov.

Is this project identified in the school’s Safe Routes Plan recommendations?

If “yes”, please attach your plan recommendations and a copy of your school’s map.

4. Narrative Responses

For Section 4 items A-D please provide a separate typed narrative response not to exceed 1 page per topic (4 pages total).

All narratives should be typed using standard fonts, no smaller than 11-point size, with 1-inch margins and a minimum 1.15 line spacing.

Narrative Frequently Asked Questions

Where can I find safety data for the area around my school?

For information on bicycle and pedestrian crashes and assistance identifying high risk areas, contact your local law enforcement agency or city engineer. Additional information can be found at:

UDOT Traffic and Safety (jefflewis@utah.gov).

Heads Up- Zero Fatalities <https://zerofatalitiesut.com/heads-up/>

Where can I find public health information for my area?

The Utah Department of Health provides data on public health and safety. The following sources may be useful as you complete your application:

The Violence and Injury Prevention Program (<http://health.utah.gov/vipp/>)

Utah Public Health Indicator-Based Information System (IBIS) <https://ibis.health.utah.gov>

Association for Utah Community Health <https://www.auch.org>

Where can I get assistance identifying how the proposed project/program will impact health?

Local Health Departments employ health educators whose job it is to assist local municipalities and schools with health promoting activities and programs. To determine which health department jurisdiction your school falls under, see <http://www.ualhd.org/members.html>

How do I know if my school is classified as Title 1?

You can check your school's status at <https://www.schools.utah.gov> Search: Title 1

Where can I find median income data for my area?

Data for median income at a variety of geographic scales can be found at:

<https://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>

Where can I find information on the Free and Reduced Lunch Programs in Utah?

Information on Utah's requirements for the National School Breakfast and Lunch Program can be found at: <https://www.benefits.gov/benefit/1991>

How many collaborators do we need to have for our application?

While there is no set number of required collaborators, we encourage you to reach out to groups within your community who could promote and encourage safe walking and biking. This could include your local health department, PTA, community council, city council, youth council, home owners' associations, trails committee, local medical clinics, local business leaders, bike clubs, track clubs, etc.